



# Co-operatives Act 1996

## Notices

### Service on member of co-operative (s.460)

A notice required under the Act to be given to a member of a co-operative must be done in writing.

A notice or other document required under the Act to be given to a member of a co-operative may be given-

- (a) personally; or
- (b) by post; or
- (c) by publishing the notice in a newspaper circulating generally in Victoria or in the area served by the co-operative, if
  - (i) the co-operative is a non-trading co-operative; or
  - (ii) the member's whereabouts are unknown to the co-operative; or
  - (iii) the Registrar permits the notice to be given to members of that co-operative in that manner.

### Circumstances requiring notices - members

- ◆ Entry fees and regular subscriptions. (s.78)
- ◆ Fines payable by member. (s.80)
- ◆ Charge set off against share or interest. (s.81)
- ◆ Proposed alteration of rules. (s.112)
- ◆ Meeting to consider active membership resolution. (s.127)
- ◆ Intention to declare the membership of a member cancelled. (s.136)
- ◆ Disclosure statement - issuing additional shares. (s.149)
- ◆ Disclosure statement - compulsory share issues. (s.155)

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*The Federation strongly recommends that each co-operative obtains its own professional advice to ensure that the specific circumstance of the co-operative are taken into account.*

INFORMATION



## Co-operative Federation of Victoria Ltd

- ♦ Bonus shares. (s.158)
- ♦ Non beneficial ownership of transferred shares. (s.159, 160, 161)
- ♦ Notification of change in shareholding. (s.162)
- ♦ Representation of body corporate members. (s.187)
- ♦ Special resolutions. (s.192)
- ♦ Special postal ballots. (s.200)
- ♦ Convening a general meeting. (s.206)
- ♦ Calling a board meeting. (s.215)
- ♦ Approval of financial accommodation to directors and officers. (s.231)
- ♦ Appointment of directors and officers to Registrar. (s.248)
- ♦ Disclosure statement - depositors. (s.258, Reg 20)
- ♦ Disclosure statement - debentures. (s.264)
- ♦ Disclosure statement - compulsory loans. (s.267)
- ♦ Voting interest. (s.277)
- ♦ Substantial share interest. (s.278)
- ♦ Co-operative to inform Registrar of interest over 20%. (s.284)
- ♦ Unlisted companies to provide list of shareholders. (s.278)
- ♦ Mergers. (s.301)
- ♦ Dissenting shareholders. (s.355)
- ♦ Disclosure statement (foreign co-operatives). (s.382)
- ♦ Conviction for offence. (s.450)

### **Circumstances requiring notice - Registrar of Co-operatives**

- ♦ Disclosure statement - issuing additional shares. (s.149)
- ♦ Disclosure statement - compulsory share issues. (s.155)
- ♦ Special resolutions. (s.192)
- ♦ Disqualified persons. (s.214)
- ♦ Appointment of directors and officers. (s.248)
- ♦ Change of address of registered office. (s.256)
- ♦ Disclosure statement - depositors. (s.258, Reg 20)
- ♦ Disclosure statement - debentures. (s.264)
- ♦ Disclosure statement - compulsory loans. (s.267)
- ♦ Arrangements and Reconstructions. (s.341)
- ♦ Certain changes by foreign co-operative. (s.375)
- ♦ Cessation of business (foreign co-operative). (s.377)
- ♦ Disclosure statement - mergers. (s.382) □